

From: [Rhotenberry, William](#)
To: [Mason, Steve](#)
Subject: Re: Some other volunteer resources
Date: Monday, April 08, 2013 10:50:46 AM

Thx

From: Mason, Steve
Sent: Monday, April 08, 2013 11:42:14 AM
To: Rhotenberry, William; McAteer, Mike; Vela, Austin
Subject: Some other volunteer resources

<http://www.hhs.gov/gulfoilspill/workers.html>

that gives guidelines on PPE for volunteers and training

Region 4 also issued out a two page brochure about using volunteers that I attached...

The USCG Houston Area Committee in their ACP has good guidelines on the use of volunteers... here they are...

4330 Volunteer Assistance Workgroup

4331 Volunteer Coordinator

"Volunteer Coordinator should be federal, state or local official knowledgeable in contingency operations and capable of providing leadership." 40 CFR 300.185(c) The Volunteer Coordinator is responsible for managing and overseeing all aspects of volunteer participation, including recruitment, induction, and deployment. The Volunteer Coordinator is part of the Planning section and reports to the RESL. All volunteer activity shall be coordinated through the volunteer coordinator, who will make recommendations to the Federal On-Scene Coordinator/State ON-Scene Coordinator (FOSC/SOSC) concerning volunteer assistance.

The Unified Command (UC) shall direct use of volunteers. All federal, state, and local regulations regarding the use of volunteers must be strictly adhered to and release of liability documentation may be necessary.

4332 Assistance Options

Volunteers may be used for an oil spill on a case-by-case basis under the sponsorship of recognized and reputable local organizations such as those listed below or under the discretion of the Unified Command (UC). Any individual contacting the UC concerning volunteer activities shall be referred to the volunteer coordinator. All volunteer activity shall be coordinated through the volunteer coordinator, who will make recommendations to the Federal On-Scene Coordinator/State On-Scene Coordinator (FOSC/SOSC) concerning volunteer assistance. Sponsoring organizations will be responsible for providing proof to the FOSC/SOSC that any necessary federal or state permits have been issued before the FOSC/SOSC will consider any of their requests. Federal and State agencies will not assume liability for any volunteers traveling to or from or while engaged in an assignment under the direction of the UC. If volunteers are being utilized for pre-impact beach cleanup it is particularly important that they avoid any drug paraphernalia, medical waste or potential biological and ecological hazards. All collection bags must be securely fastened and placed in one location for subsequent removal to an approved disposal area.

4333 Assignment Options

- a. Pre-Impact Beach Cleanup: volunteers may be used to pre-clean beaches prior to the onshore arrival of oil. Field monitors should ensure that only non-oiled plastics, bottles, cans, natural debris, and other common litter are to be picked up.
- b. Beach Patrol and Surveillance: volunteers may be used to survey shorelines that have the potential to be impacted by offshore spills.
- c. Wildlife Notification/Cleanup/Rescue: as part of the beach patrol activity, volunteers may be used to notify wildlife service of impacted/oiled wildlife. If they are under the sponsorship of a permitted Wildlife Cleanup Organization they may assist in wildlife cleanup.
- d. Administrative/Logistical Work: volunteers may be used in computer programming, data management, personnel support (providing food, water, messages, etc), central supply and general coordination support.
- e. Crowd Control: volunteers may be used in cooperation with law enforcement officers to setup police barricades, as long as the work does not involve physical contact with onlookers.
- f. Telephone Support: operating telephone networks designed to address public input and concern and other tasks in the Command Post or uncontaminated area as specified by the FOSC/SOSC.

4333.1 Volunteer Assignment Options Checklist

- Logistics Unit
- Inventory Control
- Procurement
- Distribution of Personal Protective Equipment (PPE), Equipment, Supplies
- Construction of temporary Support Structures
- Phone Answering, Dispatching, Messaging
- Transportation Unit
- Carpools
- Trucking
- Scheduling
- Dispatching
- Food Preparation and Distribution Unit
- Cooking
- Serving
- Cleaning Up
- Stocking
- Deliveries
- Medical Assistance Unit
- Inventory and Delivery of Medical Supplies
- Transporting Sick or Injured Personnel - Non-Emergency Situations ONLY
- Shoreline Assessment Support Unit
- Clean Up of Non-Oiled Debris and Materials Prior to Oil Impact ONLY
- Beach Patrol/Wildlife Notification
- Personnel Services Unit
- Accommodation/Lodging Attendant
- Laundry Services
- Message Center Clerk or Runner
- Public Information Unit
- Escorting Media or Visitors in Non-Hazardous Areas ONLY
- Media or Visitor Registration, Credentialing
- Volunteer Registration, Scheduling, Coordination
- Phone Answering, Messaging, Routing
- Photocopying, Filing, Clerical Support
- Media Monitoring, Recording, Web Searches
- Community Door-to-Door Distribution
- Language Translation, Interpretation

4333.2 Volunteer Planning Checklist

- Coordinate with Resource Unit Leader (RESL), Unified Command (UC)/ General Staff to determine

need for volunteers

- Identify suitable non-oil recovery work opportunities for volunteers
- Obtain approval of UC and each unit leader for use of volunteers to perform specific roles
- Coordinate with Local Government on overall management and coordination of local volunteers
- Coordinate with Safety Officer to define needed training and safety procedures for each site
- Coordinate with Safety Officer to prevent unauthorized entry to contaminated area
- Coordinate with Legal Officer to determine need for Criminal Background Check
- Coordinate with Legal Officer to determine need for Release of Liability waiver form
- Coordinate with Logistics to arrange transportation to work site (if needed)
- Coordinate with Logistics to arrange for food, water, and lodging (if needed)

4333.3 Volunteer Recruitment Checklist

- Coordinate with Public Information Officer (PIO) to promote volunteer opportunities and registration procedures
- Set up and staff Volunteer Registration Center, phone hotline, and/or websites
- Brief site security on location, hours, and volunteer parking at Volunteer Registration Center
- Obtain registration data on each volunteer (name, address, phone, e-mail, emergency contact)

4333.4 Volunteer Skills Assessment Checklist

- Assess volunteers to identify their skills, experience, interest, and date/time availability
- Accept/reject volunteer based on application, references and/or criminal background check
- Match volunteers to roles based on their date/time availability, skills, and suitability for work

4333.5 Volunteer Preparation Checklist

- Provide a briefing packet for volunteers
- Verify assigned Unit can provide appropriate PPE, tools and equipment
- Safety explains: a. site briefings; b. PPE use; c. food/water access; d. transportation plan
- Assign volunteers to specific dates/times, work locations, drop-off/pickup points and times
- Assign 3 to 7 volunteers to each Volunteer Supervisor
- Provide copies of volunteer data to assigned Volunteer Supervisor and Unit Leader

4333.6 Volunteer Supervisor Checklist

- Define and deliver site-specific safety training in coordination with Safety Officer
- Ensure safe exits and muster points are clear and emergency evacuation plans are in place
- Retain copy of data record for each volunteer including name and emergency contact
- Ensure appropriate PPE, tools and equipment is available
- Have Unit Leader train volunteers in operational duties and reporting procedures
- Ensure each work timetable is appropriate for task and that they take scheduled breaks
- Oversee operations on site, paying particular attention to health and safety
- Monitor weather conditions and halt or alter operations as necessary
- Review safety procedures and update site safety plans at regular intervals

Faithfully yours,

Steve Mason

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"Frequently, my thoughts get bored and walk down to my mouth. Often, this is a bad thing."